

Statement regarding:

1. The scope of the Disposition Program, its objectives and the interpretation and definition of disposition. Pages 5, 8 and 10.
2. The definition of records. Page 8.
3. The authority and responsibility for the program. This may be covered in an overall statement. Page 5.
4. The duties and responsibilities of the Staff and ARO's including:
  - a. Issuance of instructions and procedures
  - b. Preparation, review, revision and application of the Records Control Schedules
  - c. Authority for disposal (obtaining)
  - d. Training of personnel
  - e. Surveys and Inspection activities
  - f. Establishment and maintenance of Records Center
  - g. Reporting activities (Pages 5 and 6)
5. The preparation and submission of reports. Page 7.
6. The requirement that all records be covered by schedules. Page \_\_\_\_.
7. That all noncurrent records be retired to the CIA Records Center, including a statement about special security arrangements for the records. Page 10.
8. Notification to staff of internal transfers and handling by staff of external transfers. Page 10.
9. Disposal: Records Act of 1943 and security regulations. Penalties for unauthorized destruction.